

**Owner:** Tetsworth Parish Council  
**Title:** Risk Assessment  
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**Date:** May 2023  
**Originator:** Lin Freeth - Clerk  
 RFO to Tetsworth Parish Council

Changes to the last edition are shown in red.

**Document Control:**

Version	Date	Comments
0.1	6 August 2003	Initial draft for review by Councillors
0.2	2 September 2003	Revised to incorporate comments by Councillors.
1.0	12 September 2003	Issued and revised to incorporate comments by Councillors.
2.0	28 April 2004	Issued revised and updated
3.0	8 April 2005	Issued revised and updated, specifically to reflect status of Parish Plan
4.0	11 April 2006	Issued revised and updated
5.0	11 June 2007	Issued revised and updated
6.0	18 August 2008	Discussed, Issued Updated to include RFO Status and No Smoking Signs
7.0	October 2009	Updated Clerk Information
8.0	July 2011	2.6 TSSC Building 2.7 Review of Clerks employment 3.2 Updated Contractors 7.2 Asset Control 9.1 Bank Information 10.1 Petty Cash
9.0	June 2013	2.2 Addition of Skatepark to play equipment 2.4 Community led action plan 2.7 The Clerk is employed 3.2 Inspection & Maintenance of Skatepark 3.2 Updated Contractors 4.3 Action Plan implementation 7.3 Addition of Skatepark to play equipment 8.0 Addition of Skatepark to play equipment 8.2 Updated Contractors
10.00	October 2013	11.5 Addition of Public Works Loan Paper records Electronic records
11.00	February 2015	2.4 Update 2.6 Change 'club' to pavilion 2.7 remove 'Who is employed' 9.1 No longer have 2 bank accounts

		10.0 Remove petty cash, no longer required. 10.0 Include BACS as per financial regs. 10.0 Remove External Auditor 10.2 Schedule of payments 10.3 Payment by BACS
12.00	February 2017	2.5 Insert paragraph about a NP 3.2 updated names 13 New section about council records
13.00	March 2018	1.5 February 2017 added 2.8 Name & address of Clerk & RFO amended 3.2 Inspection of Skate Park. The Play Inspection company changed to Fearless Ramps PATCH maintenance - Ad Hoc External Auditor – Moore Stephens Clerk – Clare Devey 3.5 Remove “at least annually” 4.4 GDPR included 8.2 Add Fearless Ramps
14.00	July 2019	2.8 Name & address of Clerk & RFO amended 3.2 Clerk - Helen Croxford 3.2 Grass Cutting - Devey Tree Care
15.00	September 2019	11.4 AGAR clarification due to New Clerk & Councillors
16:00	June 2020	11.4 AGAR Clarification of wording due to internal audit
17.00	February 2022	1.5 Amendment dates updated. 2.8 Amended to reflect the absence of a clerk. 3.2 Amended to show changes of contractors and the absence of a clerk. 12 Change of trading name of Came & Co to Gallagher. 13 Amended for absence of a clerk and dual electronic data backup.
18.00	May 2023	1.5 Amendment dates updated. 2.8 Clerk appointed. Name & address of Clerk & RFO amended. 3.2 Amended to show Clerk – Lin Freeth 10.5 Addition of Business Debit Card held by Clerk. 13 Amended as Clerk in post.

### Distribution

Version	Distributed to:
0.1	All Councillors
0.2	All Councillors
1.0	File
2.0	All Councillors
3.0	All Councillors
4.0	All Councillors and Auditors
5.0	All Councillors and Auditors
6.0	All Councillors File
7.0	All Councillors File
8.0	All Councillors/File

9.0	All Councillors/File
10.00	All Councillors/File
11.00	All councillors/File
12.00	All councillors/File
13.00	All councillors/File
14.00	All councillors/File
15.00	All councillors/File
16.00	All councillors/File
17.00	All councillors/File/Website
18.00	All councillors/File/Website

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## 1 Introduction and Background

- 1.1 The Council is required to undertake a regular assessment of the risks which might impact on the Council's activities or prevent its meeting its objectives.
- 1.2 The assessment is subject to audit by both the internal auditor and the external auditor.
- 1.3 This document identifies the Council's objectives, and those risks which the Council believes may prevent its meeting them.
- 1.4 The Council first published a Risk Assessment September 2003.
- 1.5 The Council published an updated Risk Assessment April 2004, 2005, 2006, 2007, 2008, 2009, 2011, 2013, 2015, 2017, 2018, 2019, 2020, 2022 and 2023.
- 1.6 The Council anticipates that risks will change, that new risks will be identified, and possibly that existing risks will close. Consequently, this document will be formally reviewed each year and revised where and when necessary.

## 2 The Council's Objectives

- 2.1 It is stated above that the Council is required to undertake a regular assessment of the risks which might impact on the Council's activities or prevent its meeting its objectives. It follows that those objectives need to be clearly stated and understood by the Councillors and by the Clerk.
- 2.2 The Council's activities may be described as "Maintaining the village of Tetsworth". Those activities include:
  - setting an annual budget, raising a Parish precept, and monitoring expenditure against the budget;
  - representing the interests of the Parish to higher levels of local government and to central government;
  - considering planning applications and commenting thereon to South Oxfordshire District Council as the planning authority;
  - managing and maintaining the play surface and the equipment of PATCH (Play Area for Tetsworth Children) and the Skatepark;
  - managing and maintaining the War Memorial;
  - cutting the grass on verges and paths; managing trees on Tetsworth Parish Land;
  - providing and arranging emptying bins for dog waste;
  - making small grants and donations to village activities and village charities;
  - maintaining the assets of the Council;
  - providing No Smoking signs for the bus shelter;
  - canvassing opinions and conducting surveys into the future development of the village;

- any other activities necessary or desirable to ensure that the above activities are undertaken (e.g. employing and paying a Clerk, subscribing to the Oxfordshire Association of Local Councils).
- 2.3 The Council does not exercise any strategic authority.
- 2.4 The Council has a Community Led Action Plan for 2015-2025.
- 2.5 The Council has a Neighbourhood Plan (Localism Act 2011) for 2021-2035.
- 2.6 There are a very small number of rental agreements which the Council administers. These are for use of allotments and for access over common land. Apart from these, the Council has no business activities.
- 2.7 The Council owns the Pavilion which houses the Tetsworth Sports and Social Club (TSSC) and leases it to the TSSC committee. The TPC insures the building against fire and/or damage on behalf of the TSSC who refund the full value of the policy to the TPC. Tetsworth Parish Council also has a responsibility towards duty of care to ensure that risk assessments, fire and electrical and regular inspections are carried out and up to date in accordance with law. The Council owns a small parcel of land behind the North West corner of the Village Green.
- 2.8 The Council appointed / employ a Clerk and RFO – Mrs Linda Freeth. The Council issued a contract of employment and job description – May 2022. The Clerk works from her home address – Hinds Hill, Chinnor. The payroll calculations and reporting to HMRC is carried out by the RFO.
- 2.9 With the exception of the bank deposit account, the Council does not lend money. Nor does it borrow.
- 2.10 The Council has not applied for “Quality Council” status nor any other accreditation, believing that no material value would be delivered to the parish by doing so.

### 3 Activities which are ‘Contracted Out’

- 3.1 Apart from considering Planning Applications and commenting thereon to South Oxfordshire District Council, most of the Council’s activities are contracted out to organisations which the Council considers to be sufficiently qualified to undertake them. The Council considers that any risks associated with those activities are adequately managed by the contractors.
- 3.2 The table below identifies those activities which are contracted out, the contractors who undertake them, and their key qualifications.

Activity	Contractors	Key Qualification
Inspection of PATCH	The Play Inspection Company	Organisation which sets the safety standards in the UK
Inspection of Skatepark	Fearless Ramps	Organisation which sets the safety standards in the UK

Activity	Contractors	Key Qualification
Maintenance of PATCH	Ad Hoc	See below. Reputable tradesmen with Public Liability Insurance.
Maintenance of Skatepark	Fearless Ramps	Reputable tradesmen with Public Liability Insurance
Grass Cutting (Jitty and paths)	360°Landscapes (2022-2025)	See above.
Emptying Dog Bins	The Shield Group	Reputable tradesmen
Internal Auditor	Mrs J Olds	CiLCA-qualified, Member of Internal Auditors Forum
External Auditor	Moore East Midlands	Appointed by the Audit Commission
Clerk	<a href="#">Lin Freeth</a>	
Maintenance of TREES	Devey Tree Care	Formal qualified Arboriculturist for protected trees.

- 3.3 Of the above, only the contractors who cut the grass and maintain PATCH have no formal qualifications, and the Council assesses these activities as low risk. The Council only awards contracts which relate to public access (e.g. grass cutting) to contractors who can demonstrate that they hold adequate public liability insurance. Major works to PATCH are carried out by appropriately trained contractors.
- 3.4 The Council considers that there is no need for formal assessment of the delivery of those activities contracted out. Every invoice submitted by a contractor is individually considered by the Council before being authorised for payment. Any failure to deliver the relevant services would be detected at that point and appropriate action taken.
- 3.5 With the exception of the external Auditor (whose appointment is outside the control of the Council) and the Clerk (whose contracts are governed by standard contractual terms), all contracts are reviewed on a regular basis.

#### 4 Formal Risk Assessment

- 4.1 The Council has adopted (minutes dated 12<sup>th</sup> February 2007) a formal process of regular assessment of risk.
- 4.2 Extracts from the “Governance & Accountability Practitioners Guide” available from OALC have been distributed to the Councillors and the Council considers its risk assessment process to comply with those guidelines.
- 4.3 An action list has been implemented to ensure continuity of delegated responsibilities. Actions are monitored monthly and form part of the agenda.
- 4.4 The Council and the individual Councillors will comply with the new General Data Protection Regulations. An information audit is to be conducted and reviewed annually. Where required Privacy Notices are to be issued.

## **5 Codes of Conduct**

- 5.1 The Council and the individual Councillors comply with all relevant Codes of Conduct.
- 5.2 The Register of members' interests, gifts, and hospitality is in place, complete, accurate, and up to date.

## **6 Precept**

- 6.1 In setting the precept, the Council considers the value of existing funds and sets the precept against budgeted expenditure.
- 6.2 South Oxfordshire District Council collects the precept as part of the Council Tax Bill.
- 6.3 The Council considers that there are no material risks relating to the precept.

## **7 Asset Control**

- 7.1 The Council maintains a register of assets and regularly checks their existence and considers their maintenance and repair.
- 7.2 The assets are re-valued every year by the insurance company, and formally re-valued on a regular basis (approximately every five years) at the lower cost or realisable net value.
- 7.3 Maintenance of all assets, including PATCH and the Skatepark, is undertaken by appropriately qualified contractors as required.
- 7.4 The Council considers that there are no material risks relating to these assets.

## **8 PATCH/Skatepark**

- 8.1 The Councillors inspect PATCH and the Skatepark every week and monthly report on the status and any remedial action required. The inspections are based on RoSPA guidelines.
- 8.2 In addition to the weekly inspections, The Play Inspection Company and Fearless Ramps conduct an annual inspection. That inspection results in a formal assessment of the risks relating to PATCH/Skatepark. Every report is considered by the Council and appropriate actions are taken to implement all the recommendations.
- 8.3 The Council considers that there are no material risks relating to PATCH/Skatepark not covered by the RoSPA report.



## **9 Bank Reconciliation**

- 9.1 Bank reconciliation is prepared monthly and presented at every regular meeting. The books of account are properly maintained. The RFO compiles these and inspection by all councillors is carried out regularly (approximately every three months).
- 9.2 The Council considers that there are no material risks relating to the bank accounts.

## **10 Cash/Payments**

- 10.1 Tetsworth Parish Council have no cash transactions and no petty cash is held.
- 10.2 The Council considers that there are no material risks relating to cash.
- 10.3 A schedule of payments form part of the Agenda for a meeting shall be prepared by the RFO, and together with the relevant invoices shall be presented to Council. If the schedule is in order it shall be authorised by resolution of the Council and the detail will be shown in the Minutes of the Meeting.
- 10.4 Cheques drawn on the bank account will be signed by two authorised members of the Council. Payments drawn on the bank account directly by the Clerk (RFO) by BACS in accordance with the schedule referred to in 10.3, shall be recorded in a payments book held by the RFO at the meeting and signed by two members of the Council.
- 10.5 Addition of Business Bank Debit Card which is held by the Clerk with payments to be authorised by two members of the Council and detailed records held.

## **11 Financial Records, and Annual Accounts and Returns**

- 11.1 The Council maintains appropriate financial records which are audited by the Internal Auditor.
- 11.2 The Council considers that the financial records meet Customs and Excise regulations (including VAT).
- 11.3 The Annual Returns are properly prepared, presented to the Council, and audited by both the Internal Auditor and the external Auditor.
- 11.4 The Council considers that there are no material risks relating to the Financial Records, nor to the Annual Accounts and Returns. However, it is noted that the new Clerk was employed and new Councillors were elected after the compilation of the AGAR 2018/19 and therefore were not responsible for the collation of the information contained therein. It was confirmed by the external auditor as complete and approved as of 30<sup>th</sup> September 2019.
- 11.5 The Council has borrowed funds from the Public Works Loan Board to bridge the shortfall of funds required by the Memorial Hall committee for refurbishment and modernisation of the hall. The Council is liable for repayments, over a 20year period at fixed rate of 2.82%.

**12 Insurance cover is provided by a reputable insurer (Gallagher)**

- 12.1 The Council has insurance cover for loss of or damage to its material assets and also for Public Liability.
- 12.2 The amount of cover is considered by the Council on renewal each year.
- 12.3 The Council considers that the insurance cover is adequate.
- 12.4 The Council considers that there are no material risks that are not covered by the insurance.

**13 Council Records**

- 13.1 Paper- Parish Council records are stored at the home of the Clerk and in the Memorial Hall. Records include historical correspondences, minutes, insurance, bank records.
- 13.2 Electronic - The Parish Council electronic records are stored on a password protected Council laptop held with the Clerk at their home. Backups of electronic data are made onto portable hard drives at regular intervals.
- 13.3 Damage (apart from fire) and theft is unlikely and so provision is adequate.